DOCUMENT RESUME

ED 146 464 CG 011 863

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TITLE Career Investigation.
INSTITUTION Simi Valley Unified School District, Simi, Calif.
NOTE 29p.; Paper presented at the Annual Meeting of the California Personnel and Guidance Association (San Francisco, California, February 18-21, 1977); For related documents see CG 011860, CG 011861, CG 011862

EDRS PRICE MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS *Autoinstructional Aids; *Career Planning; Counselors; *Decision Making; Guidance; High School Students; Independent Study; *Occupational Choice; Resource Materials; Secondary Education; *Student Interests; *Vocational Counseling; Vocational Interests

ABSTRACT

This booklet is a self-study course designed to help high school students investigate possible future careers. It is especially concerned with the kind of post-high-school training involved, whether college or vocational school. It contains a number of work charts to help the student become aware of his own particular needs, interests and desires. It also helps him consider the financial requirements, and encourages him to seek more information about the choices he is considering. After completing the booklet, the student should be better prepared for a realistic conference with a Work Experience Counselor. (BP)

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CG 011863

CAREER INVESTIGATION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
ROYAL HIGH SCHOOL
1402 Royal Avenue
Simi Valley, California 93065

WORK EXPERIENCE OFFICE
Ernest G. Schultz, Counselor
William T. Middleton, Counselor
527-3232, extension #20

Dear Work Experience Student:

"CAREER INVESTIGATION" is a self-study course to help you in your investigation of possible careers and training facilities for these careers. Read the material carefully and then complete the assignments. This packet is due in the Work Experience office by _____. You must then set up a conference with the Work Experience Counselor that will be held prior to _____. It is your responsibility to set up and arrive for your conference at the agreed upon time. If for some reason you cannot make your conference, the Work Experience office must be notified and another time arranged.

Failure to complete the assigned work and have a conference will probably result in a No Grade.

If you have any questions regarding this material, please come into the Work Experience office and we will be glad to answer them for you.

Sincerely yours,

Ernest Schultz

Ernest G. Schultz
Work Experience Counselor

EGS:pl

Selecting A College or Trade School

SELECTING A COLLEGE OR TRADE SCHOOL

Before you get to career investigation it is important for you to know how to go about looking for schools or training facilities. The following information will give you some insight into schools, and through investigation open some alternatives you have not previously considered.

Imagine that you are a senior in high school. You want to go to college or a trade school and you must choose one to attend. One of the first problems you face, after you state your objectives or your reasons for wanting to continue your training, is to figure out which college or trade school to choose. There are more than 2,700 colleges and many trade schools in this country. Obviously, you will only have time to explore a small number of them.

What you need is a means of eliminating those alternatives that probably would not be attractive to you. On the other hand, choosing a school only from alternatives you already know may cause you to miss a "perfect choice" simply because you do not know it exists. By reducing the alternatives to a reasonable number without eliminating desirable choices, you are in a better position to investigate more possibilities. But how can you be sure you are considering all the possibilities that you might find desirable?

First, you can think about what kind of school you want to attend. Looking at your objectives may help you to identify the characteristics in a school that are important to you, and examining the characteristics you think are important may cause you to change or add objectives.

Write below some objectives that you have for advanced education:

1. _____

2. _____

3. _____

Now, put the letter S beside each short-term objective (something you hope to accomplish within a year or so) and the letter L beside each long-term objective (something you hope to accomplish over a longer period of time).

Listed below are some important characteristics that you may want to consider. Keeping your objectives in mind, try to rank the characteristics according to their importance to you, beginning with 1 to represent what is most important to you and ending with 15 to represent what is least important. If you wish, add and rank other characteristics that you think of that are not on the list.

Some Characteristics To Consider

____ Location (state, city, or region)

____ Type (2 year or 4 year college)

____ Enrollment by sex (male, female, coed)

____ Enrollment by race

____ Advanced Placement credit available

____ Special study programs (for instance, work-study, independent study, study abroad)

____ Student activities

____ On-campus housing

____ Military training

____ Intercollegiate athletics

____ Religious affiliation

____ Size of undergraduate enrollment

____ Cost of a year of college

____ Intramural athletics

____ Trade school (1 to 4 years)

____ Other _____

From the list on the preceding page, choose the three most important characteristics and the three least important characteristics and tell why each is or is not important to you.

Most Important

1. _____

Why? _____

_____

2. _____

Why? _____

_____

3. _____

Why? _____

_____

Least Important

1. _____

Why? _____

_____

2. _____

Why? _____

_____

3. _____

Why? _____

_____

What does this listing tell you about the things that are important to you in choosing a school? What schools do you know of that have the characteristics that are most important to you? _____

_____

_____

How can you go about finding other schools with the characteristics you want? See if you can think of sources of information that will help you increase your alternatives. List them below:

People To Talk To

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

Things To Think About

1. _____

2. _____

3. _____

4. _____

Things To Read

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

Things To Do

1. _____

2. _____

3. _____

4. _____

Now, how will the characteristics that are most important to you help you fulfill your short and long-term objectives? _____

_____

_____

After thinking about your objectives, do you think there are other characteristics that are important to you?

What Are They?	Why Are They Important?

What information related to your own abilities and interests and goals do you already know?

What information do you have about possible alternatives?

What additional sources of information do you plan to consult?

What else do you need to know before you are ready to look at specific educational alternatives?

Use the information you have gained in this section to help you in your investigation of specific careers and specific training facilities in the following section.

LEARNING ABOUT THE WORLD OF WORK

Look Into Many Fields

LEARNING ABOUT THE WORLD OF WORK

OBJECTIVES

When you have completed this lesson you will have researched three occupations in the job field of interest to you. You also should understand the basic elements of problem solving.

INTRODUCTION

There is nothing that can replace the actual experience of working on a job. However, it is not possible to work at every occupation. In order to learn about occupations you must use other methods. One of these methods would be to visit a firm or talk with someone that has a job that is of interest to you. Another way is to read and study from books, etc. Most of the students use the VIEW deck in the Career Guidance Center to find information. If you have never used the Career Guidance Center before or have difficulty in locating this information, please ask the technician for assistance in finding the materials that you will need.

INSTRUCTIONS

It is now time for you to begin investigating some of the occupations that are of interest to you. Check out the folder entitled JOB FIELDS from the Career Guidance Technician. Find the different occupations available within the FIELD that are of interest to you. While you are investigating the careers, you will also want to investigate different schools or methods of receiving training for these careers. Materials for investigation that are available are: College Catalogs, Trade School Catalogs, VIEW Cards, Occupational Outlook Handbook, U.S. Military Booklets, and Interviews with Counselors and other people with reliable information. Use the sources mentioned above to complete the forms that follow. Investigate two facilities for each career investigated.

INVESTIGATING CAREERS

1. Name of occupation to be studied: _____

2. Typical duties for this occupation: _____

_____

_____

3. Other occupations similar or related to this one: _____

_____

_____

4. What kinds of business or industry offer employment in this occupation? _____

_____

5. Local firms employing people in this occupation? _____

_____

6. Are these positions currently available in our local area? YES_____ NO_____
   If yes, where? _____

7. Is part-time employment available in this or similar occupations in our local area? YES___NO___Where? _____

8. EDUCATIONAL PREPARATION REQUIREMENTS:
   A. HIGH SCHOOL graduation? YES___NO___
   B. COLLEGE graduation? YES___NO___
   C. If yes, what local schools or colleges offer subjects in this occupation? _____

   _____

   D. TRADE/TECHNICAL/OCCUPATIONAL schools? YES___NO___
   If yes, what local (including San Fernando Valley) trade/technical/occupational schools are available? _____.

   _____

   E. Number of months or years preparation beyond high school? _____
   F. Are apprenticeships available for this occupation? YES___NO___
   G. Is on-the-job training available? YES___NO___

9. Is experience necessary to enter this occupation? YES___NO___

10. Must you join a union to enter this occupation? YES___NO___

11. Are you required to have a license or certificate to enter this occupation? YES___NO___

12. PERSONAL QUALIFICATIONS FOR THIS OCCUPATION:

A. Personality Traits:_____

_____

B. Special Aptitudes:_____

_____

C. Physical Skills:_____

_____

D. Physical Demands:_____

_____

E. Health Factors:_____

_____

13. WORKING CONDITIONS FOR THIS OCCUPATION:

A. Hours: Day_____ Week_____

Extra hours in peak periods? YES___NO___

B. Work nights? YES___NO___

C. Unusual health or safety hazards?_____

_____

D. Is the job physically tiring? YES___NO___

E. Is the job mentally tiring? YES___NO___

F. Does this job require concentration for long periods? YES___NO___

G. Will you be required to meet the public? YES___NO___

H. Will you work alone much of the time? YES___NO___

I. Will you have to make decisions? YES___NO___

J. Will you have definite responsibilities? YES___NO___

K. Will you work indoors, outdoors or both?_____

L. Does the work have variety or is it routine?_____

M. Will the work be regular or seasonal?_____

N. Will there be much noise or distraction? YES___NO___

O. Will you be required to travel? YES___NO___

P. Will you be working primarily with people, things, or data?_____

14. What is the starting salary?_____ Hourly - Weekly - Monthly

15. Top salary potential in this occupation?_____

16. Advancement opportunities? YES___NO___ To what positions?_____

_____ Salary?_____

17. FRINGE BENEFITS:

What fringe benefits are offered?_____

_____

_____

18. Are uniforms or special clothing required? YES___NO___

19. Are special tools or equipment required? YES___NO___

20. Does this job offer security? YES___NO___

21. Does this job require security clearance? YES___NO___

22. ADVANTAGES:

What do you like about this occupation?_____

_____

_____

23. DISADVANTAGES:

What do you dislike about this occupation?_____

_____

_____

24. What is the future employment outlook for this occupation?

Will grow?_____ Remain static?_____ Decline?_____

25. Would you like to make this occupation your life career? YES___NO___

26. Have you discussed this career with your parents? YES___NO___

WORK SHEET FOR TRAINING FACILITIES

Name of school or training facility:_____

Location or address:_____

Length of time needed to complete program:_____

COST OF PROGRAM: (Per year) Tuition_____

Books_____

Fees_____

Room and Board_____

Personal Expenses_____

Transportation_____

Other (Specify)_____

Total:_____

Where do you think you will have to live during this training period?_____

_____

How do you apply for training? What is required before admission to this school or program?_____

_____

_____

What types of high school classes would help you prepare for admission?_____

_____

_____

What types of classes will you be taking during training?_____

_____

_____

Credential, certificate, degree, or level earned on completion of program?_____

_____

Any advanced training offered or necessary? If so, what?_____

_____

_____

_____

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What types of classes will you be taking during training?_____

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_____

Credential, certificate, degree, or level earned on completion of program?_____

_____

Any advanced training offered or necessary? If so, what?_____

_____

_____

_____

INVESTIGATING CAREERS

1. Name of occupation to be studied: _____
2. Typical duties for this occupation: _____

   _____

   _____
3. Other occupations similar or related to this one: _____

   _____

   _____
4. What kinds of business or industry offer employment in this occupation? _____

   _____
5. Local firms employing people in this occupation? _____

   _____
6. Are these positions currently available in our local area? YES_____ NO_____

   If yes, where? _____
7. Is part-time employment available in this or similar occupations in our local area? YES___ NO___ Where? _____
8. EDUCATIONAL PREPARATION REQUIREMENTS:

   A. HIGH SCHOOL graduation? YES___ NO___

   B. COLLEGE graduation? YES___ NO___

   C. If yes, what local schools or colleges offer subjects in this occupation? _____

   _____

   D. TRADE/TECHNICAL/OCCUPATIONAL schools? YES___ NO___

   If yes, what local (including San Fernando Valley) trade/technical/ occupational schools are available? _____

   _____

   E. Number of months or years preparation beyond high school? _____

   F. Are apprenticeships available for this occupation? YES___ NO___

   G. Is on-the-job training available? YES___ NO___
9. Is experience necessary to enter this occupation? YES___ NO___
10. Must you join a union to enter this occupation? YES___ NO___
11. Are you required to have a license or certificate to enter this occupation? YES___ NO___

12. PERSONAL QUALIFICATIONS FOR THIS OCCUPATION:

A. Personality Traits:_____

_____

B. Special Aptitudes:_____

_____

C. Physical Skills:_____

_____

D. Physical Demands:_____

_____

E. Health Factors:_____

_____

13. WORKING CONDITIONS FOR THIS OCCUPATION:

A. Hours: Day_____ Week_____

Extra hours in peak periods? YES___NO___

B. Work nights? YES___NO___

C. Unusual health or safety hazards?_____

_____

D. Is the job physically tiring? YES___NO___

E. Is the job mentally tiring? YES___NO___

F. Does this job require concentration for long periods? YES___NO___

G. Will you be required to meet the public? YES___NO___

H. Will you work alone much of the time? YES___NO___

I. Will you have to make decisions? YES___NO___

J. Will you have definite responsibilities? YES___NO___

K. Will you work indoors, outdoors or both?_____

L. Does the work have variety or is it routine?_____

M. Will the work be regular or seasonal?_____

N. Will there be much noise or distraction? YES___NO___

O. Will you be required to travel? YES___NO___

P. Will you be working primarily with people, things, or data?_____

14. What is the starting salary?_____ Hourly - Weekly - Monthly

15. Top salary potential in this occupation?_____

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What do you like about this occupation?_____

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23. DISADVANTAGES:

What do you dislike about this occupation?_____

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25. Would you like to make this occupation your life career? YES___NO___

26. Have you discussed this career with your parents? YES___NO___

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Length of time needed to complete program:_____

COST OF PROGRAM: (Per year) Tuition_____

Books_____

Fees_____

Room and Board_____

Personal Expenses_____

Transportation_____

Other (Specify)_____

Total:_____

Where do you think you will have to live during this training period?_____

_____

How do you apply for training? What is required before admission to this school or program?_____

_____

_____

What types of high school classes would help you prepare for admission?_____

_____

_____

What types of classes will you be taking during training?_____, _____

_____

_____

Credential, certificate, degree, or level earned on completion of program?_____

_____

Any advanced training offered or necessary? If so, what?_____

_____

_____

_____

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Name of school or training facility:_____

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What types of high school classes would help you prepare for admission?_____

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What types of classes will you be taking during training?_____

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Credential, certificate, degree, or level earned on completion of program?_____

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Any advanced training offered or necessary? If so, what?_____

_____

_____

_____

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1. Name of occupation to be studied: _____

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3. Other occupations similar or related to this one: _____

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4. What kinds of business or industry offer employment in this occupation? _____

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5. Local firms employing people in this occupation? _____

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6. Are these positions currently available in our local area? YES_____ NO_____
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7. Is part-time employment available in this or similar occupations in our local area? YES___NO___Where? _____

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   C. If yes, what local schools or colleges offer subjects in this occupation? _____

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   D. TRADE/TECHNICAL/OCCUPATIONAL schools? YES___NO___
   If yes, what local (including San Fernando Valley) trade/technical/occupational schools are available? _____

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   E. Number of months or years preparation beyond high school? _____
   F. Are apprenticeships available for this occupation? YES___NO___
   G. Is on-the-job training available? YES___NO___

9. Is experience necessary to enter this occupation? YES___NO___

10. Must you join a union to enter this occupation? YES___NO___

11. Are you required to have a license or certificate to enter this occupation? YES___NO___

12. PERSONAL QUALIFICATIONS FOR THIS OCCUPATION:

A. Personality Traits:_____

_____

B. Special Aptitudes:_____

_____

C. Physical Skills:_____

_____

D. Physical Demands:_____

_____

E. Health Factors:_____

_____

13. WORKING CONDITIONS FOR THIS OCCUPATION:

A. Hours: Day_____ Week_____

Extra hours in peak periods? YES___NO___

B. Work nights? YES___NO___

C. Unusual health or safety hazards?_____

_____

D. Is the job physically tiring? YES___NO___

E. Is the job mentally tiring? YES___NO___

F. Does this job require concentration for long periods? YES___NO___

G. Will you be required to meet the public? YES___NO___

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L. Does the work have variety or is it routine?_____

M. Will the work be regular or seasonal?_____

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What fringe benefits are offered?_____

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20. Does this job offer security? YES___NO___

21. Does this job require security clearance? YES___NO___

22. ADVANTAGES:

What do you like about this occupation?_____

_____

_____

23. DISADVANTAGES:

What do you dislike about this occupation?_____

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_____

24. What is the future employment outlook for this occupation?

Will grow?_____ Remain static?_____ Decline?_____

25. Would you like to make this occupation your life career? YES___NO___

26. Have you discussed this career with your parents? YES___NO___

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Location or address:_____

Length of time needed to complete program:_____

COST OF PROGRAM: (Per year) Tuition_____

Books_____

Fees_____

Room and Board_____

Personal Expenses_____

Transportation_____

Other (Specify)_____

Total:_____

Where do you think you will have to live during this training period?_____

_____

How do you apply for training? What is required before admission to this school or program?_____

_____

_____

What types of high school classes would help you prepare for admission?_____

_____

_____

What types of classes will you be taking during training?_____

_____

_____

Credential, certificate, degree, or level earned on completion of program?_____

_____

Any advanced training offered or necessary? If so, what?_____

_____

_____

_____

WORK SHEET FOR TRAINING FACILITIES

Name of school or training facility:_____

Location or address:_____

Length of time needed to complete program:_____

COST OF PROGRAM: (Per year) Tuition_____

Books_____

Fees_____

Room and Board_____

Personal Expenses_____

Transportation_____

Other (Specify)_____

Total:_____

Where do you think you will have to live during this training period?_____

_____

How do you apply for training? What is required before admission to this school or program?_____

_____

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_____

_____

What types of classes will you be taking during training?_____

_____

_____

Credential, certificate, degree, or level earned on completion of program?_____

_____

Any advanced training offered or necessary? If so, what?_____

_____

_____

_____

SUMMARY OF CAREER INVESTIGATION

MANY People Fall INTO The Kind of WORK They DO

SUMMARY OF CAREER INVESTIGATION

OBJECTIVE

When you have completed this lesson you will have drawn conclusions about yourself and the world of work, and you will have evaluated directions which might be inviting to you for further preparation and planning.

INTRODUCTION

While you have been working in this course, you have been gathering information about yourself. This information should have helped you gain insight to your strengths and weaknesses. You have studied three or more occupations and have found more information about each. Maybe you have found some that seem to fit you pretty well or maybe there were some that you found disappointing. This lesson is designed to help focus and pull together the information necessary so you can begin to plan where you want to go and hopefully recognize some of the steps necessary to reach your goals.

INSTRUCTIONS

On the following worksheets you are to look for trends that seem to be associated with the occupations which were most appealing. Most of us usually make compromises in the selection of most of our goals. It may help you see what kinds of things you are willing to compromise and which are important enough to you that you will not consider a compromise.

Some of the trends you might want to consider are:

1. Kinds of preparation that are necessary to get into an occupation.
2. The salary or wage schedule offered.
3. The location of that type of work.
4. Would you work with people, data, or things?

Before you draw your conclusions, study the information you have collected on yourself, the occupations you have studied or that you may want to study, and how the two of them seem to fit together.

1. OCCUPATIONS: In the occupations investigated, note the trends which you found appealing.

2. PREPARATION NEEDED: List the trends in needed preparation for the occupations that were of interest to you.

3. INCOME STRUCTURE: Indicate the trends in income structure for those occupations you have studied.

4. MOST INTEREST: Write a statement about the occupations which were of the most interest.

5. NEW GOALS: List some of the new goals that you might have formulated during the process of this course.

6. CHANGES NECESSARY: List any changes that you will have to consider to reach these new goals.